



KANSAS

D. KEITH MEYERS, DIRECTOR

DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT

KATHLEEN SEBELIUS, GOVERNOR
HOWARD R. FRICKE, SECRETARY

MEMORANDUM

TO: Potential State of Kansas Contractor
FROM: Joe Fritton P.E., Deputy Director
DATE: January 23, 2004
SUBJECT: Contractor Pre-qualification

A handwritten signature in black ink, appearing to read "Joe Fritton", written over the "FROM:" line of the memorandum.

In our efforts to improve the quality of building construction in the State of Kansas, the Division of Facilities Management is implementing a process to pre-qualify contractors. A taskforce was assembled with members from the AGC, AIA, KCE, and various state agencies along with representatives from Division of Facilities Management. The taskforce has established a procedure that combines an existing procedure with some improvements to form a new requirement for contractors interested in providing construction services for the State of Kansas. Companies wishing to bid as a prime contractor will need to follow the requirements. This includes, but is not limited to, general, mechanical, electrical and plumbing contractors as well as fire alarm contractors, security contractors, roofers, pavement and landscape contractors.

This process is our way of defining "the responsible bidder" per statute K.S.A. 75-3740. The process will be completed in two parts as follows: Contractor must have on file with the Division of Facilities Management, 1) A Statement of Qualifications (SOQ); 2) Evaluation forms filled out by the A/E, agency staff and DFM employees for each construction project completed.

The requirements for submission of the Statement of Qualifications are attached. Contractors must have a SOQ on file **and be designated as pre-qualified in order to bid on any project published in the Kansas Register on or after April 15, 2004. The deadline has been delayed to accommodate as many contractors as possible prior to the effective start date of the program.** Any contractor who files a SOQ and has not completed any state projects will have his SOQ evaluated and may be required to submit additional information. These contractors will be notified in writing once a determination of their status is made. If a contractor has completed work for the state and has submitted a SOQ, the evaluations completed to date will be used to calculate whether the contractor has performed in a manner to remain a qualified bidder. Contractors with evaluations on file with DFM must allow a minimum of 4 weeks for the calculation process to occur after the receipt of their SOQ. All contractors will be notified in writing of their status within 10 days after their information is analyzed and a determination is made. A complete listing of contractors who are determined to be eligible will be posted on our website at www.da.state.ks.us/fp.

We have revised the Contractor Evaluation Form for use at the end of each project. This form is available on our website at www.da.state.ks.us/fp and is attached to this memo. The effective date of this form is November 1, 2003. This form should be considered part of the project closeout and should be filled out by the agency representatives, project architects and engineers, and the Division of Facilities Management representatives at the end of each project.

The instructions for completing the evaluation form are included with the form. Completed forms can be submitted to DFM electronically through the website or they may be faxed or sent through regular mail to Division of Facilities Management at the address noted on the form.